

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS

Post-Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

2018 OCT 30 AM 9:19

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): International Campaign for Tibet

Travel date(s): October 1 - 7, 2018

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	attached	attached	attached	attached

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. *See Senate Rule 35.2(c)(6).* (Attach additional pages if necessary.): Itinerary attached

10/28/18 Emily Manning
(Date) (Printed name of traveler)

[Signature]
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10/28/18
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Originally Submitted AUG 24 '18
Date/Time Stamp:

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in **SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC AUG30'18PM 3:34

Name of Traveler: Emily Manning

Employing Office/Committee: Senate Foreign Relations Committee

Private Sponsor(s) (list all): International Campaign for Tibet (ICT)

Travel date(s): October 1, 2018 - October 7, 2018

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): New Delhi and Dharamsala, India

Explain how this trip is specifically connected to the traveler's official or representational duties:

I am the policy analyst on the Indo-Pacific, and therefore engage regularly on issues related to Tibet, the Tibetan community-in-exile in Dharamsala, and the Indian and Chinese dynamics relating to these communities. This trip will allow me to speak with leaders of the Tibetans in exile in their own community, better enabling me to advise the Committee on issues relating to Tibet and to review relevant legislation. I will also be able to see relevant sites in Dharamsala supported by U.S. funding, allowing me to speak in a more informed manner when discussing Congressional Notifications from the State Department on relevant spending.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

8/30/18
(Date)

[Signature]
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Bob Corker hereby authorize Emily Manning
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

8/30/18
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

United States Senate

SELECT COMMITTEE ON ETHICS

September 26, 2018

Emily Manning
Committee on Foreign Relations
United States Senate
Washington, DC 20510

Dear Ms. Manning:

This responds to your recent correspondence concerning an invitation you received to travel on a fact finding trip to New Delhi and Dharamsala, India, on October 1-7, 2018, sponsored by the International Campaign for Tibet (ICT).¹ ICT certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*² related to the travel and that it is neither a lobbyist, nor lobbying firm, nor agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. ICT has also certified that although it retains or employs one or more registered lobbyists, it is an organization designated under § 501(c)(3) of the Internal Revenue Code,³ and that no registered lobbyist will accompany you at *any point throughout your trip*.⁴

Based on information and materials available to the Committee, and consistent with the guidance contained in this letter regarding extending your trip for a personal purpose, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, ICT is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

¹ Based on the information you submitted, the Committee understands that, for a personal purpose, you intend to extend your trip in New Delhi for four days before the beginning of the officially related events. You must personally pay the cost of any additional expenses incurred as a result of extending your trip.

² The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

³ 26 U.S.C. § 501(c)(3).

⁴ The term "any point throughout your trip" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**⁵

The Committee has determined that § 501(c)(3) non-profit organizations that are classified as private foundations, as opposed to public charities, may not pay for transportation from the United States to a foreign country.⁶ However, ICT represented to the Committee that it is a § 501(c)(3) public charity, as opposed to a private foundation, pursuant to the Internal Revenue Code.⁷

Please be advised that the United States Constitution prohibits the acceptance of any gift, including a meal, from a foreign government without the consent of Congress. In the Foreign Gifts and Decorations Act (FGDA), Congress consented to the acceptance by federal government officials of: (1) gifts of minimal value and (2) travel or the expenses for travel taking place entirely outside the United States, from a foreign government (which includes those acting as a representative or agent of a foreign government).⁸ The Senate has defined minimal value as \$100 or less. Further, pursuant to FGDA, there are certain reporting and procedural requirements that are imposed upon Members, officers, and employees who accept gifts from a foreign government. Please review the Committee's "Dear Colleague" letter of January 16, 2018, setting forth the items to be included in filing that report.

Finally, Senate Rule 34 requires a reporting individual,⁹ on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

⁵ Trip extensions for any purpose do not extend this deadline.

⁶ See 26 U.S.C. § 4941 et seq. Section 501(c)(3) of the Internal Revenue Code broadly defines non-profit, charitable, tax-exempt organizations. These § 501(c)(3) organizations are then further defined or designated as "public charities" and "private foundations."

⁷ 26 U.S.C. § 501(c)(3).

⁸ 5 U.S.C. § 7342.

⁹ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$126,148 for CY 2018) or is a political fund designee and is required to file Financial Disclosure Reports.

Enclosure: Travel Checklist

Deborah Sue Mayer

Deborah Sue Mayer
Chief Counsel and Staff Director

Enclosure: Travel Checklist

MS. EMILY MANNING				
INDIVIDUAL EXPENSES				
				(converted to USD)
	AIRFARE:			
		Washington DC to Delhi (Sep 27 - Oct 7)	\$2,335.00	\$1,997.00
		Delhi to Dharamsala (October 3)	INR 6,622.00	\$90.71
		Dharamsala to Delhi (October 6)	INR 13,120.00	\$179.72
	HOTEL:			
		Delhi - JW Marriot (October 2)	INR 13,776.00	\$188.00
		Dharamsala - Indraprastha (October 3-6)	INR 14,160.00	\$193.97
		Delhi - JW Marriot (October 6)	INR 13,440.00	\$184.10
GENERAL EXPENSES FOR GROUP				
		TTT (Tibet Tours and Travel) invoice 005 - DELHI airport pick up/drop off	INR 6,400.00	\$87.67
		TTT (Tibet Tours and Travel) invoice 006 - car service in Dharamsala	INR 10,500.00	\$143.83
FOOD & BEVERAGES				
	(Dharamsala)			
		10/3/18 & 10/4 Lunch at Chonor Restaurant	INR 2,369.00	\$32.45
		10/3/2018 Dinner at Chonor Restaurant with ICT group	INR 20,449.00	\$280.12
		10/4/2018 Dinner at Hotel Tibet with CTA guests	INR 7971.00	\$109.19
		10/5/2018 Lunch at Norling café	INR 3,083.00	\$42.23
		10/5/2018 Dinner at Clay Oven	INR 1,500.00	\$20.54
	(Delhi)			
		10/6/2018 Lunch at JW Marriot	\$137.19	\$137.19
	(Newark, NJ)			
		10/7/2018 Breakfast at airport	\$42	\$42.00
Total		(Exchange Rate (USD 1 = Approx INR 73)		\$3,728.72

SENCE TRAVELS & TOURS PRIVATE LIMITED

124, NEW ARUNA NAGAR MAJNU-KA-TILLA
RING ROAD, OPPOSITE PETROL PUMP DELHI - 110054
Tele : 011-23819209 TeleFax : 011-23939373
E-mail : sence@travels@btomail.com
Web : www.sence@travels.com
GSTIN : 07A AFCSS760F1Z9



M/s ICT DC

TAX INVOICE

Invoice No. : 15379
Invoice Date : 06/09/2018
Due Date : 06/09/2018

Passenger Name	SAC Code	Ticket No.	Sector	Travel Date	Flight Details	Fare	Taxes	Total
Ms Emily Ito Manning	996425	101 LAFG4Y0001	DEL/DHM	03/10/2018	SG	5,099	1,523	6,622
Mr Igor Khrestin	996425	101 LAFG4Y0002	DEL/DHM	03/10/2018	SG	5,099	1,523	6,622
Mr Matteo Mecacci	996425	101 LAFG4Y0003	DEL/DHM	03/10/2018	SG	5,099	1,173	6,272

BOOKED BY: TENZIN GYALPO

Add: CGST
Add: SGST

42.00
42.00

Rs. NINETEEN THOUSAND SIX HUNDRED ONLY

Net Payable : 19604.00

E.A.Q.E. Terms & Conditions:

- * CASH : Payment to be made to the cashier & official receipt must be obtained.
- * CHEQUE : All cheques/demand drafts in payment of bill must be crossed "A/c Payee Only" and drawn in favour of "SENCE TRAVELS & TOURS PRIVATE LIMITED".
- * VERY IMP. : Kindly check all details carefully to avoid unnecessary complications.
- * Subject to Delhi jurisdiction only.

This is a System Generated Invoice, Hence does not require Any Signature

FOR Sence Travels & Tours Pvt Ltd



0000000007204

10/15/2018

ict dc2094.jpg

Invoice no: 16381

Date: 28/08/2018

Name : Ms.Emily Lin Manning x 3

Client : ICT, Washington D.C.

Booked By : Tenzin Gyalpo la

Senge Travels & Tours(P)Ltd.

H-124 New Aruna Nagar MajnuKadla

Tel: 65976248, 65976262

Tel/Fax : 91-011-23939373

e-mail : sengetravels@hotmail.com

Website : www.sengetravels.com

PASSENGERS	TICKET NO.	CHECK IN DATE	CL	FARE	TAX	AMOUNT
Ms.Emily L Manning	72607638	02OCT-03OCT	V	13,120.00		13,120.00
Mr.Igor Khrestin	72607639	02OCT-03OCT	V	13,120.00		13,120.00
Mr.Matteo Mecacci	72607640	02OCT-03OCT	V	13,120.00		13,120.00

JW MARRIOT,AEROCITY, DELHI. GST TAX 1,868.00

Re: Forty One Thousand Three Hundred & Twenty Eight Only.

Total 41,328.00

For Senge Travels & Tours (P) Ltd.

Stamp: New Aruna Nagar MajnuKadla, Delhi

Signature: Tenzin Gyalpo la

Authorized Signatory

Invoice no: 16382

Date: 28/08/2018

Name : Ms.Emily Lin Manning x 3

Client : ICT, Washington D.C.

Booked By : Tenzin Gyalpo la

Senge Travels & Tours(P)Ltd.

H-124 New Aruna Nagar MajnuKadla

Tel: 65976248, 65976262

Tel/Fax : 91-011-23939373

e-mail : sengetravels@hotmail.com

Website : www.sengetravels.com

PASSENGERS	TICKET NO.	CHECK IN DATE	CL	FARE	TAX	AMOUNT
Ms.Emily L Manning	72605484	08OCT-07OCT	V	13,440.00		13,440.00
Mr.Igor Khrestin	72605485	08OCT-07OCT	V	13,440.00		13,440.00
Mr.Matteo Mecacci	72605486	08OCT-07OCT	V	13,440.00		13,440.00

JW MARRIOT,AEROCITY, DELHI. GST TAX 2,016.00

Re: Forty Two Thousand Three Hundred & Thirty Six Only.

Total 42,336.00

For Senge Travels & Tours (P) Ltd.

Stamp: New Aruna Nagar MajnuKadla, Delhi

Signature: Tenzin Gyalpo la

Authorized Signatory

TIN.02060101810/STX:-AAFF1170GSD001; GST 02AAFF1170G1ZY Page No. 9

Page No. 9

BILL NO. :1549

BILL NO.	:1549
ROOM NO.	:009

ADULT /CHILD : 1 / 0
ROOM TYPE : Primitive ON MED

ROOM TYPE : PRIMUM ON MAP

ARRIVAL	:26/09/18	18:47
DEPARTURE	:07/10/18	09:56

DATE	VOUCHER	DESCRIPTION	CREDIT	DEBIT
02/10/18		State GST 9.00 %		196.78
02/10/18		Tariff 105		4000.00
02/10/18		Central GST 9.00 %		360.00
02/10/18		State GST 9.00 %		360.00
02/10/18		Modified American Plan		2186.44
02/10/18		Central GST 9.00 %		196.78
02/10/18		State GST 9.00 %		196.78
02/10/18		Tariff 106		4000.00
02/10/18		Central GST 9.00 %		360.00
02/10/18		State GST 9.00 %		360.00
02/10/18		Modified American Plan		2186.44
02/10/18		Central GST 9.00 %		196.78
02/10/18		State GST 9.00 %		196.78
02/10/18		Tariff 108		4000.00
02/10/18		Central GST 9.00 %		360.00
02/10/18		State GST 9.00 %		360.00
02/10/18		Modified American Plan		2186.44
02/10/18		Tariff 115		4000.00
02/10/18		Central GST 9.00 %		360.00
02/10/18		State GST 9.00 %		360.00
02/10/18		Modified American Plan		1338.98
02/10/18		Central GST 9.00 %		120.51
02/10/18		State GST 9.00 %		120.51
02/10/18		Central GST 9.00 %		196.78
02/10/18		State GST 9.00 %		196.78
02/10/18		Tariff 206		4000.00
02/10/18		Central GST 9.00 %		360.00
02/10/18		State GST 9.00 %		360.00
02/10/18		Modified American Plan		2186.44

Day Total	1000200.00
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Room 1	*	Tariff 001	
		Central GST 9.00 %	
		State GST 9.00 %	
		Modified American Plan	
		Central GST 9.00 %	
		State GST 9.00 %	

Room 2	*	Tariff 009	
		Central GST 9.00 %	
		State GST 9.00 %	
		Modified American Plan	

4000.00
360.00
360.00
2186.44
196.78
196.78
4000.00
360.00
360.00
2186.44

DATE	VOUCHER	DESCRIPTION	CREDIT	DEBIT
04/10/18		TRANSFER DEBIT -> FROM		72314.00
04/10/18		TRANSFER DEBIT -> FROM		58400.00
04/10/18		TRANSFER DEBIT -> FROM		58400.00
04/10/18		Tariff 001		4000.00
04/10/18		Central GST 9.00 %		360.00
04/10/18		State GST 9.00 %		360.00
04/10/18		Modified American Plan		2186.44
04/10/18		Central GST 9.00 %		196.78
04/10/18		State GST 9.00 %		196.78
04/10/18		State GST 9.00 %		196.78
04/10/18		Tariff 009		4000.00
04/10/18		Central GST 9.00 %		360.00
04/10/18		State GST 9.00 %		360.00
04/10/18		Modified American Plan		2186.44
04/10/18		Modified American Plan		2186.44
04/10/18		Central GST 9.00 %		196.78
04/10/18		State GST 9.00 %		196.78
04/10/18		Tariff 104		4000.00
04/10/18		Central GST 9.00 %		360.00
04/10/18		State GST 9.00 %		360.00
04/10/18		State GST 9.00 %		360.00
04/10/18		Modified American Plan		2186.44
04/10/18		Central GST 9.00 %		196.78
04/10/18		State GST 9.00 %		196.78
04/10/18		Tariff 105		4000.00
04/10/18		Central GST 9.00 %		360.00
04/10/18		State GST 9.00 %		360.00
04/10/18		Modified American Plan		2186.44
04/10/18		Central GST 9.00 %		196.78
04/10/18		State GST 9.00 %		196.78
04/10/18		Tariff 106		4000.00
04/10/18		Central GST 9.00 %		360.00
04/10/18		Laundry MiniBar		360.00
04/10/18		State GST 9.00 %		2186.44
04/10/18		Central GST 9.00 %		196.78
04/10/18		Tariff 107		196.78
04/10/18		Central GST 9.00 %		4000.00
04/10/18		State GST 9.00 %		360.00
04/10/18		Modified American Plan		1338.98
04/10/18		Central GST 9.00 %		120.51
04/10/18		State GST 9.00 %		120.51

NEAR DAL LAKE TOTARANI
INDRAPRASTHA SPA RESORT
DHARAMSHALA CANTT
TIN. 02060101810/STX: -A

NAME : Ms. Robinett Jane Emma
ADDRESS : International Campaign for Tibet
TIN. 02060101810 / STX: -AAFFI1170GSD001; GST 02AAFFI1170G1ZY
DHARAMSHALA CANTT

NATIONALITY : UNITED STATE OF AMER
COMPANY NAME :
BILLING INSTRUCTION :

BILL NO.	:1549	Primu ON. MAP
ROOM NO.	:009	:26/09/18
REG. NO.	:5948	:07/10/18
ADULT /CHILD	:1 /0	09:56
ROOM TYPE		
ARRIVAL		
DEPARTURE		

DATE	VOUCHER	DESCRIPTION	CREDIT	DEBIT
04/10/18		State GST 9.00 %		196.78
04/10/18		Tariff 108		4000.00
04/10/18		Central GST 9.00 %		360.00
04/10/18		State GST 9.00 %		360.00
04/10/18		Modified American Plan		2186.44
04/10/18		Central GST 9.00 %		196.78
04/10/18		Tariff 206		196.78
04/10/18		Central GST 9.00 %		4000.00
04/10/18		State GST 9.00 %		360.00
04/10/18		Modified American Plan		2186.44
04/10/18		Central GST 9.00 %		196.78
05/10/18		Day Total	429979.00	
05/10/18	Room #3 {	Tariff 001		4000.00
05/10/18		Central GST 9.00 %		360.00
05/10/18		State GST 9.00 %		360.00
05/10/18		Modified American Plan		2186.44
05/10/18		Central GST 9.00 %		196.78
05/10/18		State GST 9.00 %		196.78
05/10/18		Modified American Plan		360.00
05/10/18		Central GST 9.00 %		2186.44
05/10/18		State GST 9.00 %		196.78
05/10/18		Modified American Plan		360.00
05/10/18		Central GST 9.00 %		2186.44
05/10/18		Tariff 009		196.78
05/10/18	Room #2 {	Tariff 104		196.78
05/10/18		Central GST 9.00 %		4000.00
05/10/18		State GST 9.00 %		360.00
05/10/18		Modified American Plan		2186.44
05/10/18		Central GST 9.00 %		196.78
05/10/18		State GST 9.00 %		360.00
05/10/18		Modified American Plan		2186.44
05/10/18		Central GST 9.00 %		196.78
05/10/18		State GST 9.00 %		360.00
05/10/18		Modified American Plan		2186.44
05/10/18		Central GST 9.00 %		196.78
05/10/18		State GST 9.00 %		196.78
05/10/18		Modified American Plan		4000.00
05/10/18		Central GST 9.00 %		360.00
05/10/18		State GST 9.00 %		360.00
05/10/18		Modified American Plan		2186.44
05/10/18		Central GST 9.00 %		196.78
05/10/18		State GST 9.00 %		196.78
05/10/18		Modified American Plan		4000.00
05/10/18		Central GST 9.00 %		360.00
05/10/18		State GST 9.00 %		360.00
05/10/18		Modified American Plan		2186.44
05/10/18		Central GST 9.00 %		196.78
05/10/18		Tariff 106		196.78
05/10/18		Central GST 9.00 %		4000.00
05/10/18				360.00

ARRIVAL
:26/09/18 18:47
:07/10/18 09:56

DEPARTURE
:26/09/18 18:47
:07/10/18 09:56

0000000007288

TIBET TOURS TRAVELS

HOUSE NO.43, NEW TIBETAN COLONY,MAJNU KA TILLA, Delhi - 110054
TEL:9811353218 Email:tse2001@yahoo.com

INVOICE – 005

Date – 11th Oct 2018

To

International Campaign for Tibet (ICT)

1. Taxi Fare

Date	Name	No. of Car	Details	Rate	Amount
02.10.2018	John Neville	1	Whole Day	3,200.00	3,200.00
02.10.2018	Igor Khrestin	1	Pick Up	1,600.00	1,600.00
02.10.2018	Matteo Mecacci	1	Pick Up	1,600.00	1,600.00
03.10.2018	Kathleen Knepper	1	Airport Drop	1,600.00	1,600.00
03.10.2018	Igor Khrestin	1	Pick Up	1,600.00	1,600.00
03.10.2018	Matteo Mecacci	1	Pick Up	1,600.00	1,600.00
04.10.2018	Lesley Ann Friedell Rich	3	Pick Up	1,600.00	4,800.00
04.10.2018	Margaret Helm Bonney				
04.10.2018	Denise Coriell				
04.10.2018	Patricia Louise Perfect				
04.10.2018	Deborah Lee Miller				
04.10.2018	Eleni Anastasia Tousimis				
06.10.2018	Igor Khrestin	1	Whole Day	3,200.00	3,200.00
06.10.2018	Matteo Mecacci	1	Airport Drop	1,600.00	1,600.00
07.10.2018	ICT Group	4	Airport Drop	1,600.00	6,400.00
07.10.2018	Margaret Helm Bonney	1	Airport Drop	1,600.00	1,600.00
07.10.2018	Denise Coriell	4	Hotel Drop	1,600.00	6,400.00
07.10.2018	ICT Group	2	Airport Drop	1,600.00	3,200.00
08.10.2018	Tenzin C. Gyatso	1	Whole Day	3,200.00	3,200.00
09.10.2018	Jonathan Davis	1	Airport Drop	1,600.00	1,600.00
09.10.2018	Walter Davis	1	Airport Drop	1,600.00	1,600.00
Total					38,400

Staff Del

Staff Del

Staff Del

*1600

*1600

*3200

6400

Total Amount Payable – INR Thirty Eight Thousand Four Hundred Only

Authorised Signatory

Tibet Tour And Travels

00000007209

TIBET TOURS TRAVELS

HOUSE NO 43, NEW TIBETAN COLONY, MAJNU KA TILLA, Delhi - 110054
TEL: 9811353218 Email: r_tse2001@yahoo.com

INVOICE - 006

Date - 11th Oct 2018

To

International Campaign for Tibet (ICT)

1 Taxi Fare - Dharamsala

Date	Details	No. Of Cab	Rate	Amount (INR)
26.09.2018	For Whole Day	5	3,500.00	17,500.00
27.09.2018	For Whole Day	5	3,500.00	17,500.00
28.09.2018	For Whole Day	5	3,500.00	17,500.00
29.09.2018	For Whole Day	5	3,500.00	17,500.00
30.09.2018	For Whole Day	5	3,500.00	17,500.00
01.10.2018	For Whole Day	5	3,500.00	17,500.00
02.10.2018	For Whole Day	5	3,500.00	17,500.00
03.10.2018	For Whole Day	5	3,500.00	17,500.00
04.10.2018	For Whole Day	5	3,500.00	17,500.00
05.10.2018	For Whole Day	5	3,500.00	17,500.00
06.10.2018	For Whole Day	4	3,500.00	14,000.00
07.10.2018	Airport Drop	2	2,000.00	4,000.00
Total				1,93,000.00

Staffs bel
1 CAR
* 3500
* 3500
* 3500
10,500 Total

Total Amount Payable - INR One Lakh Ninety Three Thousand Only

Authorised Signatory

Tibet Tour And Travels



(None)

Particular	QTY	RATE	AMOUNT
TOFU BOKCHOY	1	220.00	220.00
LEMON SODA	1	55.00	55.00
MINERAL WATER	2	35.00	70.00
APPLE BANANA TOFF	2	140.00	280.00
-EE WITH HONEY	1	2500.00	2500.00
birthday chocolat	3	90.00	270.00
-e cake point 2	1	80.00	80.00
americano double	5	65.00	325.00
CAPPUCCINO	1	220.00	220.00
HOT LEMON GINGER	1	300.00	300.00
-HONEY	1	180.00	180.00
SEASONAL VEGETABL	1	200.00	200.00
-ES	1	160.00	160.00
shabaley	1	200.00	200.00
VEG CHOEMEIN	1	220.00	220.00
BASIL CHILLI FRIE			
-D POTATOES			
veg pakora			
VEG BAKLAB			
VEG THENTHUK			
Base Amount:		5280.00	
CGST @ 2.5%		132.00	
SGST @ 2.5%		132.00	
Payble Amount		5544.00	
Due Amount		5544.00	

3175

ayment Mode: Credit
 hla No.1

QAR

5544

-3175

INR 2369

Oct 3 Lunch

Oct 4 Lunch

Have a nice day

$$\begin{array}{r} 17955 \\ + 2494 \\ \hline 20449 \end{array}$$

2004.00

GSTIN: 0
HOTEL TIBET
Bhagwanth Road, McLeod Ganj, Dharamshala (H.P.)
Email: hotelnibetdase@yahoo.com
www.hotelnibetdase.com www.nyamdel.com
AF0645CZKX
SOFT DRINK CASH MEMO
Ph: 221428 M: 97361-61428

Qty.	PARTICULARS	HSN	Rate	Total Taxable Amount
345	345		24	24
5	5		24	24
1	1		24	24
	<div style="border: 1px solid black; border-radius: 50%; padding: 10px; display: inline-block;"> 1471- </div> + 500			1
	Rs. 7971.00			243
			CGST	21.87
			SGST	21.87
			G. Total	286.74

PLEASSED TO SERVE YOU.

000000000727A

GSTIN: 1AAAF0845C2ZK

Ph.: 221428

M.: 97381-61428



HOTEL TIBET

Bhagsunath Road, Mcleod Ganj, Dharamshala (H.P.)

Email : hoteltibetdss@yahoo.com

www.hoteltibetdss.com www.nyamdei.com

Restaurant Cash Memo

Tax Invoice / Bill No. **10023**

Date: **04/10/14**

Room No.

Name

T. No. **629X** W. No. **KOT-629X**

Qty.	PARTICULARS	HSN	Rate	Total Taxable Amount
1	Pen			90
1	Blue Pen			120
1	Blue Pen			170
1	Pen		40	80
1	Pen		500	500
10	Paper Pen		15	180
4	Hot & Cold			620
			10	620
			Total	6840
			CGST	127.68
			SGST	127.68
			G. Total	7195.36

THANKS
E. & O. E.

PLEASED TO SERVE YOU. Counter /c

FOR: MANNING/EMILY LIN - FARE OF \$1486 + APPROXIMATELY \$469.00 FOR ECONOMY PLUS SEAT
ASSIGNMENTS - THERE WILL ALSO BE A \$42.00 ALTOUR TRANSACTION FEE.

27 SEP 18 - THURSDAY
AIR UNITED AIRLINES FLT:4251 ECONOMY
OPERATED BY /EXPRESSJET AIRLINES DBA UNITED EXPRESS
LV WASHINGTON REAGAN 650P EQP: EMBRAER 145 JET
DEPART: TERMINAL B 01HR 24MIN
AR NEWARK 814P NON-STOP

AIR UNITED AIRLINES FLT:82 ECONOMY DINNER
LV NEWARK 950P EQP: BOEING 777
DEPART: TERMINAL C 14HR 10MIN

28 SEP 18 - FRIDAY
AR DELHI 930P NON-STOP
ARRIVE: TERMINAL 3 REF: O8TS1P

06 OCT 18 - SATURDAY
AIR UNITED AIRLINES FLT:83 ECONOMY DINNER
LV DELHI 1135P EQP: BOEING 777
DEPART: TERMINAL 3 14HR 45MIN

07 OCT 18 - SUNDAY
AR NEWARK 450A NON-STOP
ARRIVE: TERMINAL C REF: O8TS1P

AIR UNITED AIRLINES FLT:3634 ECONOMY REFRESHMENT
OPERATED BY /REPUBLIC AIRLINES DBA UNITED EXPRESS
LV NEWARK 840A EQP: EMBRAER JET
DEPART: TERMINAL C 01HR 15MIN
AR WASHINGTON REAGAN 955A NON-STOP

000000007276



Transaction Details Prepared for
Tencho Gyatso
Account Number
XXXX-XXXXXX

DATE	DESCRIPTION	AMOUNT
AUG24 2018	ALTOUR - WOODLAND HILL, CA	\$1,485.81

Doing business as:
UNITED AIRLINES
View Details on Merchant Web:
1200 E ALGONQUIN RD
ARLINGTON HEIGHTS
IL
60005-4786
UNITED STATES
800.864.8331

Additional Information: 082409 AIRLINE/AIR CARRIER
UNITED AIRLINES
Reference:
Category: Travel - Airline

Flight Details		
WASHINGTON NATIONA		N.Y. NEWARK INTL A
N.Y. NEWARK INTL A		DELHI
DELHI		N.Y. NEWARK INTL A
N.Y. NEWARK INTL A		WASHINGTON NATIONA

Passenger Name: MANNING/EMILY LIN
Date of Departure: 09/27
Ticket Number:
Document Type: PASSENGER TICKET

000000007277



Transaction Details Prepared for
Tencho Gyatso
Account Number
XXXX-XXXX

DATE	DESCRIPTION	AMOUNT
SEP18 2018	UNITED AIRLINES - HOUSTON, TX	\$246.00
Doing business as:		
UNITED AIRLINES		
View Details on Merchant 16/ahv		
609 MAIN STREET		
HSCAC - 12TH FLOOR		
HOUSTON		
TX		
77002		
UNITED STATES		
Additional Information: 26281615 WWW.UNITED.COM		
UNITED AIRLINES		
Reference:		
Category: Travel - Airline		

Flight Details

N.Y. NEWARK INTL A



DELHI

Passenger Name: MANNING /ECONOMY PLUS S

Date of Departure: 09/27

Ticket Number: I

Document Type: PREFERRED SEAT UPGRADE

00000007276



Transaction Details Prepared for
Tencho Gyatso
Account Number
XXXX-XXXXXX

DATE	DESCRIPTION	AMOUNT
SEP22 2018	UNITED AIRLINES - HOUSTON, TX	\$223.00
Doing business at UNITED AIRLINES View Details on Merchant Web		
609 MAIN STREET HSCAC - 12TH FLOOR HOUSTON TX 77002 UNITED STATES		
Additional Information: 26681730 WWW.UNITED.COM UNITED AIRLINES Reference -- Category: Travel - Airline		
Flight Details		
DELHI , N.Y. NEWARK INTL A		
Passenger Name: MANNING /ECONOMY PLUS S Date of Departure: 10/06 Ticket Number Document Type: PREFERRED SEAT UPGRADE		


0000000007278



Transaction Details Prepared for
Tencho Gyatso
Account Number
XXXX-XXXXXX-51565


DATE	DESCRIPTION	AMOUNT
AUG24 2018	ALTOUR CA 0001275320410 - 310-5716000, CA	\$40.00
Doing business at:		
TRAVEL		
View Details on Merchant Website		
3600 BRIDGE PARKWAY		
STE A		
REDWOOD CITY		
CA		
94065		
UNITED STATES		
Additional Information: 1275320410 3105716000		
SERVICE FEE		
Reference: 320182370087631211		
Category: Travel - Travel Agen		
Flight Details		
Passenger Name: MANNING/EMILY L		
Ticket Number: 1275320410		
Document Type:		
AGENCY MISC. CHARGE ORDER (MCO)		

000000007289



Transaction Details Prepared for
Tencho Gyatso
Account Number
XXXX-XXXX

DATE	DESCRIPTION
AUG24 2018	ALTOUR CA 0167173350724 - 310-5716000, CA
Doing business	
TRAVEL	
View Details on Merchant Website	
3600 BRIDGE PARKWAY	
STE A	
REDWOOD CITY	
CA	
94065	
UNITED STATES	
Additional Information:	
UNITED AIRLINES	
Reference:	
Category: Travel - Travel Agencies	

AMOUNT	
\$2.00	
Flight Details	
Passenger Name: MANNING/EMILY L	
Ticket Number: 	
Document Type:	
AGENCY MISC. CHARGE ORDER (MCO)	



INVOICE ATTACHED(FLIGHT TICKET+HOTEL)

1 message

Senge Travels <senge@travels@hotmail.com>
To

Sat, Oct 13, 2018 at 2:31 AM

Dear Tenzin Gyalpo la,

FIND ATTACHED HERE THE FLIGHT TICKET & HOTEL INVOICE AS UNDER:

15379	Ms. Emily Lin Manning	DEL/DHM	19,600.00	03.10.2018	FLIGHT TICKET
	Mr.Igor Khrestin				
	Mr.Matteo Mecacci				
15380	Ms.Emily Lin Manning	DHM/DEL	50,600.00	06.10.2018	FLIGHT TICKET
	Mr.Igor Khrestin				
	Mr.Matteo Mecacci				
15381	Ms.Emily Lin Manning	J.W.MARRIOT AERO CITY, DELHI.	41,328.00	02OCT-03OCT	HOTEL CONFIRMATION
	Mr.Igor Khrestin				
	Mr.Matteo Mecacci				
15382	Ms.Emily Lin Manning	J.W.MARRIOT AEROCITY, DELHI.	42,336.00	06OCT-07OCT	HOTEL CONFIRMATION
	Mr.Igor Khrestin				
	Mr.Matteo Mecacci				
			153,864.00		

BANK ACCOUNT DETAILS FOR FUND TRANSFER

BENEFICIARY DETAILS

Account Name: SENGE TRAVELS & TOURS PRIVATE LIMITED

Address: 124, New Aruna Nagar
Majnu-ka-Tila

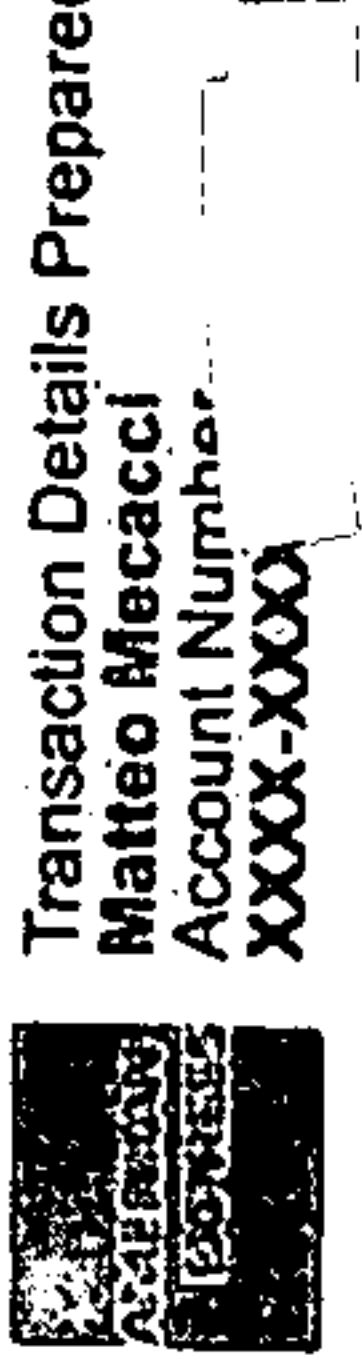
en From/By: Outside
Subject to Jurisdiction only.

1- Crispy Veg	150/-
1- Aloo phing	120/-
2- Timgno	60/-
1- Stiff fried	180/-
asim green	
1- Veg Chanthuk	100/-
1- golden salad	130/-
2- Mutton Thali	400/-
1- G, 1, 1	40/-
2- water	60/-

Total = 1240/-
 + 250 tip
Rs 1500

Clay Oven
 Dine

0000000007284



DATE	DESCRIPTION	CARD MEMBER	AMOUNT
OCT6 2018	JW MARRIOTT NEW DELHI A - DELHI, DE	MATTEO MECACCHI	\$137.19

Doing business as:
JW MARRIOTT NEW DELHI AEROCITY-JW LOUN
JW MARRIOTT NEW DELHI AEROCITY-JW LOUN
ASSET AREA NO-4 HOSPITALITY DISTRICT
NEAR INDIRA GANDHI INTERNATIONAL
AIRPORT JW LOUNGE
DELHI
110037
INDIA

Foreign Spend Amount: 10,089.00 INDIAN RUPEE
Additional Information: 42190 LODGING
LODGING
Reference
Category: Travel - Lodging
Dispute/Inquire about this Charge

000000000007200

10/22/2018

American Express US: Manage Your Card Account: Online Statement



Transaction Details Prepared for
Matteo Mecacci
Account Number
XXXX-XXX

DATE	DESCRIPTION	CARD MEMBER	AMOUNT
OCT7 2018	EWR AIRP EARL OF SANDWIC.EWR AIRP EARL - NEWARK, NJ	MATTEO MECACCI	\$42.00

Doing business as:
EARL OF SANDWICH
10 TOLER PLACE
NEWARK
NJ
07114
UNITED STATES

Additional Information
866-820-1178
Reference
Category: Restaurant - Bar & Café
Dispute/Inquire about this Charge

0000000007286

SENATE STAFF TRIP

AREAS USA EWR, LLC.
Earl of Sandwich
Newark Liberty Int'l Airport
TABLE# 31/1
SERVER 9400/CoutneyR
CHECK# 4467

2018/10/07 07:18:00

Authorize


MERC ID:0075420008031134359601
REF No: 1007111800
CT No: *****
EXP: XX/XX
CARD: AMERICAN EXPRESS
CheckNo:4467
TableNo:31/1

Subtotal: US\$35.03

Tip: 6.97

Total: 42.00

APPROVAL CODE: 824034

X- SIGNATURE

MERCHANT COPY

AREAS USA EWR, LLC.
EARL OF SANDWICH
NEWARK LIBERTY INTL AIRPORT
9400 CoutneyR
TBL 31/1
GST 2

4467
07OCT'18 6:23AM

1 EGG & CHZ 6.99
1 OMELET VEGGIE 9.99
1 COFFEE REG 2.89
1 VEGGIE & CHIP 10.99
original
1 HOT TEA 1.99
SUBTOTAL 32.85
TAX 2.18

TOTAL DUE \$35.03

Tell us how we did and enter to
win 2 round trip airline tickets

Complete a brief survey at
www.areasask.com/31011

Enter code below:

44670-09400-07071-02333

For Guest Service, email:
guestservice@areas.com
Or Call 866.820.1178
XXXXXX8008
AMEX 824034
Auth 35.03

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): International Campaign for Tibet (ICT)
2. Description of the trip: To provide first-hand information of the impact of the programmatic & political support that the U.S. Congress has provided to the Tibetan community in exile
3. Dates of travel: October 1, 2018
4. Place of travel: New Delhi and Dharamsala, India
5. Name and title of Senate invitees: Attached
6. I *certify* that the trip fits one of the following categories:
 - ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR -
 - ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND -
 - ☐ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND -
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

- OR -

☒ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Attached

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

Attached

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Attached

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Attached

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	Airfare to India \$2000 Domestic travel \$400	2 nights Delhi \$400 3 nights Dharamsala \$400	\$250	\$200
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip takes place when the Dalai Lama will be giving Buddhist teachings and the delegates will

have an opportunity to observe the teachings. This is a long planned public event that hundreds attend.

18. Reason for selecting the location of the event or trip

Dharamsala, India has been the base of H.H. the Dalai Lama and the Tibetan community since the early

1960's. It is where the majority of U.S. funded projects benefiting the Tibetan community are located.

19. Name and location of hotel or other lodging facility:

In New Delhi: JW Marriott, Asset Area 4 - Hospitality District, Delhi Aerocity, New Delhi, 110037 India

In Dharamsala: Best Western Indraprastha Resort, Strawberry Hills, McLeod Ganj, Dharamsala, H.P. Indi

20. Reason(s) for selecting hotel or other lodging facility:

The hotel in New Delhi is located the airport in New Delhi so travel time is limited. The hotel in

Dharamsala is conveniently located near the main locations to be visited.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The lodging, meals and other expenses are average for travellers in India. No excessive expenditures are being spent.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

International air travel will be Economy - plus due to distance. Air travel in India is all coach class.

Roads in Dharamsala are rugged so car travel will be in vehicles that can handle the rough roads.

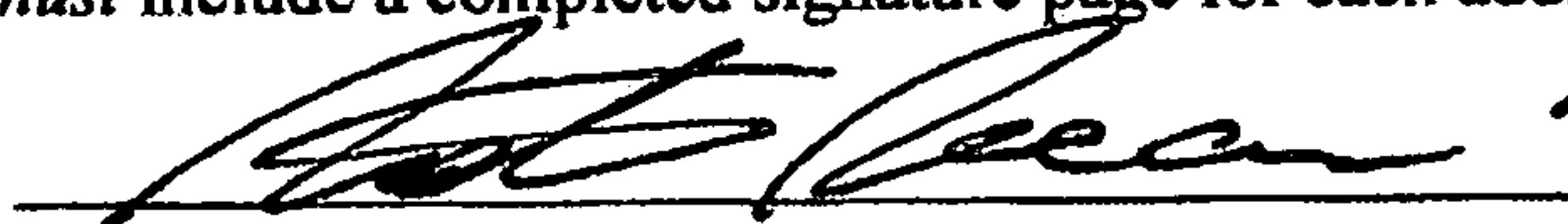
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

The Central Tibetan Administration will host a dinner for all the delegates. This will be an opportunity to meet Tibetan officials that won't be in daily meetings.

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:



Name and Title: Matteo Mecacci, President

Name of Organization: International Campaign for Tibet

Address: 1825 Jefferson Place, NW, Washington, D.C. 20036

Telephone Number: 1.202.785.1515 ext. 236

Fax Number: 202.785.4343

E-mail Address: matteo.mecacci@savetibet.org

**Private Sponsor Travel Certificate Form
Itinerary**

Monday, Oct. 1

7:20 pm Depart Washington, D.C. to New Delhi on United Airlines from Washington Dulles International Airport

Tuesday, Oct. 2

9:30 pm Arrive Indira Gandhi International Airport, New Delhi

Transfer to JW Marriott, Aerocity hotel and rest overnight

Wednesday, October 3

7:00 am Briefing breakfast

8:30 am Transfer from hotel to airport

10:50 am Depart New Delhi on Spice Jet for Dharamsala

12:15 pm Arrive Dharamsala and transfer to hotel

1:30 pm Arrive Indraprastha Best Western, Dharamsala

2:30 pm Depart hotel

3:00 pm Visit to His Holiness the Dalai Lama Temple & Tibet Museum

4:00 pm Visit McLeod Ganj; Meet with Community leaders

7:00 pm Dinner at Pema Thang Restaurant with ICT president and ICT members traveling from United States.

Thursday, October 4

7:00 am Breakfast

8:00 am Observe the public teaching by His Holiness the Dalai Lama (Audience to be confirmed)

10:30 am Meeting with CTA President

11:30 am Meeting with Speaker of Tibetan Parliament in Exile

12:30 pm Lunch

2:30 pm Visit to Reception Center, meet with new arrivals

4:00 pm Visit to NorbuLinga

6:00 pm Dinner at Norbulinga

Friday, October 5

9:00 am Visit to Tibetan Children's Village School (TCV)

12:00 pm Working lunch with NGO leaders

2:00 pm Visit to Namgyal Monastery

3:30 Walking tour of kora circuit and meet with local residents

6:00 pm Dinner hosted by Central Tibetan Administration

Saturday, October 6

6:30 am Transfer to Dharamsala airport

8:40 am Travel to New Delhi on Spice Jet

10:15 am Arrive New Delhi
Transfer to JW Marriot, Aerocity Hotel

12:00 pm Working lunch meeting with Representative of His Holiness the Dalai Lama,

2:00 pm Meeting with Delhi based Think Tank scholars

4:00 pm Return to hotel and prepare for departure

8:00 pm Depart for airport

11:35 pm Travel to Washington, D.C, on United #83 from Indira Gandhi
International Airport, New Delhi

Sunday, October 7

7:35 am Arrive Washington Dulles International Airport

**Private Sponsor Travel Certificate Form
Attachments**

#5 – Name and title of Senate Invitees:

Name	Title	Office
Elyse Bauer Anderson	Staff Director	Congressional Executive Commission on China
Bethany Poulos	Legislative Assistant	Senator Rubio
Michael Sobolik	Legislative Correspondent,	Senator Cruz
Emily Manning	Policy Assistant,	Office of Senate Committee on Foreign Relations
Chris Gaspar	Legislative Assistant	Senator Feinstein
Sarah Arkin	Legislative Director	Office of Senate Committee on Foreign Relations
Damian Murphy	Senior Professional Staff Member	Office of Senate Committee on Foreign Relations
Jeremy Steslicki	National Security Legislative Assistant	Senator Baldwin
Michael Schiffer	Senior Advisor	Office of Senate Committee on Foreign Relations

#12 – Briefly describe the role of each sponsor in organizing and conducting the trip

ICT will arrange for meetings with relevant leaders in the Tibetan exile community including H.H. the Dalai Lama, President Lobsang Sangay and other leaders of the Central Tibetan Administration. ICT will arrange visits to institutions that receive U.S. government funding either through USAID, PRM or The Tibet Fund. Accompanying the Congressional staffers will be ICT President Matteo Mecacci and ICT Director of Outreach Tencho Gyatso.

#13 – Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to the mission

The International Campaign for Tibet is a non-profit, non-partisan, human rights organization that advocates for democratic freedoms for the people of Tibet. ICT focus on educating and raising awareness about the situation inside Tibet and the Tibetan community in exile. ICT works with other Tibetan NGO's and the U.S. Congress to secure funding for the Tibetan communities in exile and in Tibet. The trip will allow Congressional staff to see the impact of US government funding and meet with those that are the beneficiary of the funding.

#14 – Briefly describe each sponsor's prior history of sponsoring Congressional trips.

In its 30 year history the International Campaign for Tibet has facilitated trips of delegations of Members of Congress, and sponsored Congressional staff delegations to Dharamsala, India, the seat of the Central Tibetan Administration. In that time ICT has arranged for congressional staff to meet with His Holiness the Dalai Lama and the Tibetan leadership. ICT has introduced delegation members to Tibetan refugees and toured sites that receive U.S. government funding to help the refugees. This trip will be similar to previous trips but as a staffer delegation has not travelled to Dharamsala for some time, they will be able to see the changes in the exile community.

#15 – Briefly describe the educational activities performed by each sponsor (other than Congressional trips)

ICT educates the American people on the issue of Tibet through a variety of activities including talks, newsletters, email and other electronic media and by publishing long form reports that address current events inside Tibet.



Manning, Emily (Foreign Relations)

From: Matteo Mecacci <matteo.mecacci@savetibet.org>
Sent: Monday, July 16, 2018 5:31 PM
To: Manning, Emily (Foreign Relations)
Cc: Bhuchung Tsering; Tencho Gyatso; Lesley Rich
Subject: Invitation to join Senate staffer delegation to Dharamsala
Attachments: private sponsor travel certification form.Signature.pdf; Travel Certificate Form.Attachments.pdf; Itinerary.pdf; Concept Note[1].pdf
Signed By: matteo.mecacci@savetibet.org

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Emily,

The International Campaign for Tibet (ICT) would like to invite you to join a small selected group of Senate foreign policy staffers to visit Dharamsala, the headquarters of the Tibetan community in exile, to study the impact of the programmatic and political support that the United States has been rendering to the Tibetan refugee community.

ICT is a U.S. based 501 (c) 3 non-profit, non-partisan organization will organize and sponsor the visit as part of our educational and information programs and will cover necessary expenses.

Please find attached the required forms and information related to the staffer delegation trip to Dharamsala that the International Campaign for Tibet is sponsoring. We really hope you can join us. Please let us know if you have any questions about the itinerary or the forms. As the time approaches we would like to confirm your participation soon, although the forms will need to be submitted by you 30 days before departure.

We look forward to your participation in this trip.

Yours sincerely,

Matteo



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